



TEMP 020 7680 7000

PERM 020 7680 7001

FAX 020 7680 7004

NOTIFICATION OF ANNUAL LEAVE

This form is for you to notify us of any periods which you wish to take as annual leave under Morgan Spencer's Paid Annual Leave scheme.

Notice Required

The notice you give us of your intention to take annual leave must be at least twice as long as the period of leave you wish to take. i.e. if you want to take 3 days paid annual leave you must give us at least 6 working days notice. This notice period is required to comply with the Working Time Regulations, however, it would be helpful, where possible, to give us more time in order for us to make alternative arrangements with the client to cover the assignment during your absence.

Holiday pay will be calculated on the basis of rates paid during a client's normal working hours (i.e. those which do not attract overtime rates of pay) and will be pro rata according to the average weekly hours you have worked in the leave year prior to your period of leave.

Please note that under the restrictions of the Working Times Regulations 1998, no payments can be made in lieu of annual leave (except upon termination of employment) and that no holiday can be carried over from one year to the next.

.....

Name:

I hereby give notice to take annual leave from to inclusive. This equates to a total of working days.

I understand that should my engagement with Morgan Spencer Ltd terminate, my entitlement to Paid Annual Leave will be calculated on a pro-rata basis. I will refund to Morgan Spencer Ltd any payments received by me in excess of my entitlements on the date of termination and agree to Morgan Spencer Ltd deducting any such payments from my final pay or any other monies due to me.

Signed Date

Entitlement confirmed by Payroll department YES/ NO

Signed Date

P45 Request (Please tick if P45 required).

